



SDF Council Charter & Responsibilities

Purpose

The SDF Council guides SDF activities to **deploy design to make a difference, to unleash the power of design for all and inspire action.** The Council will be advisory to the board, bringing new ideas and connections to the festival, making connections to community groups and design partners, and contributing to setting SDF annual theme. The Council should reflect the disciplinary diversity of the festival, and will be responsible for high-level guidance, evaluation, and the annual individual giving campaign.

SDF + AIA Seattle envision a culture of design that fosters equitable, resilient, and thriving communities.

- **Demonstrate the relevance of design thinking**
 - Propose design solutions to urgent community problems
 - Create a vision for our urban future, elicited from everyone
 - Inspire action
- **Empower communities to leverage design**
 - Engage youth in design thinking
 - Involve underrepresented communities in the design process
 - Improve co-design and community engagement processes
 - Model design as a career option for youth from diverse backgrounds
- **Promote a culture of collaboration**
 - Encourage multidisciplinary problem-solving
 - Create lasting connections and collaborations among design disciplines
 - Celebrate design and our greater design community

Responsibilities

Strategic Leadership

Provide interdisciplinary leadership, broaden the dialogue about design, and center festival goals in the planning and execution of SDF programs, informing:

- Annual theme
- Festival elements
- Year-round programming (exhibitions, competitions, forums, etc.)

This group will have the support and insight of the SDF Planning Team, a group of volunteers responsible for executing all Festival elements. A representative from this group will be available at each SDF Council meeting.

Fundraising

Lead the development and implementation of an annual fundraising event to insure the financial viability and stability of the organization. **Support individual giving and in-kind donations in support of SDF.**

- Secure a minimum of \$1,200 from individual donations; or 5-6 meaningful contributions from your community
 - In collaboration with SDF staff, *keep in touch with your guests* through periodic calls, informal meetings, invitations to events, and acknowledgment communications
- Pledge a personal monetary gift to SDF, by March, at a level personally meaningful to you. There is a great strength in asking others to give when the Council is 100% committed to giving, themselves.



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- Support the SDF sponsorship program by introducing your network to staff and Council chairs. *SDF relies on both in-kind and fiscal support.*
- Promote SDF Fundraising campaigns across personal and professional networks.
- Support and adhere to SDF board decisions related to finance and budget

SDF Ambassador + Connector

Build relationships and act as community connectors, fostering connections with community groups and design partners.

- Produce at least one communication – blog post, op-ed, radio show, etc. – framing the Festival and its theme
- Act as spokespeople for occasional media contacts
- Encourage colleagues' participation in SDF activities.

Key dates

Regularly scheduled meeting times will occur monthly, with additional Ad Hoc meetings as needed to support special projects.

FEB	Festival Kick Off Event, Theme Vote
APR	Call for Proposals Launches, Design Mixers
MAY	Call for Proposals Closes, Partners Identified by Planning Team
AUG	Seattle Design Festival, Partner Social, Closing Party, Giving Campaign
SEP	SDF Debrief

Membership

The membership of the Council will be comprised of (12)-people. The (12)-person Council should include one or more representatives from the following list, which includes required core members (*) and at-large members:

1. *Co-Chair (in-coming) - Board Member
2. *Co-Chair (out-going) - Board Member
3. UX, UXR
4. Visual Communications
5. Industrial Design
6. Design Research & Strategy
7. Design Educator
8. AEC Adjacent – Landscape, Interiors
9. Community Organization
10. Civic or Art Organization
11. Emerging Voice – Built Environment
12. Emerging Voice – Non-Built Environment
13. Former Co-Chair



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Council members will serve a minimum of two years, with a suggested third year. Membership will be confirmed on an annual basis, with inactive members (those who have not attended meetings or directly contributed to the work of the Council in between meetings) being dropped from the membership listing..

Leadership

The Council, SDF volunteer leaders and staff will strive to recruit candidates for the positions of co-chair (outgoing) and co-chair elect (incoming). One of the three co-chair positions will regularly be held by a member of the SDF Board of Directors.

Each year, the leadership positions are as follows:

- Incoming Co-Chair (first year)
- Outgoing Co-Chair (second year)
- Non-voting former Co-Chair (third year)

Co-chairs will serve one year in each position. Facilitation of Council meetings will be regularly led by the outgoing co-chair, with the incoming co-chair and the co-chair elect serving as facilitator in the senior co-chair's absence. The co-chairs, former co-chair, and staff assigned to the Council are expected to collaborate in the development of meeting agendas.

Staff support

AIA Seattle contributes staff time toward SDF activities and the support of regular meetings of the Council and additional staffing as appropriate. AIA Seattle staff will also ensure that a physical meeting space is available and that opportunities for remote participation (via conference call, video-based, or Internet-based remote technology) are pursued for all Council meetings, and information related to these remote opportunities are shared with Council members and the broad AIA Seattle membership.

Type of group

Steering Committee